General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule
Professional Services – Business Administration Services & Training
Professional Services – Technical and Engineering Services (non-IT)
Facilities – Facilities Services & Facilities Maintenance and Repair

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Number: GS-21F-0107V

Extended Contract Period: 7/20/2014 – 7/19/2019
Extended Contract Period: 7/20/2019 – 7/19/2024

www.feapc.com

Modification No: PS-0030
Effective: 05/27/2022
CUSTOMER INFORMATION

1a. Awarded Special item numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541690</td>
<td>Integrated Logistics Support</td>
</tr>
<tr>
<td>541690E</td>
<td>Energy Consulting Services</td>
</tr>
<tr>
<td>561210FAC</td>
<td>Facilities Maintenance and Management</td>
</tr>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>611430ST</td>
<td>Security Training</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and Services</td>
</tr>
<tr>
<td>ANCRA</td>
<td>Ancillary, Repair and Alterations</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Please see hourly rate charts below.

2. Maximum order. 541611, 541690, 541690E, 561210FAC, 541330ENG, 611430, 611430ST - $1,000,000
   ANCILLARY, ANCRA, OLM - $250,000

3. Minimum order. $100

4. Geographic coverage (delivery area). International

5. Point(s) of production (city, county, and State or foreign country). Same as company’s address

6. Discount from list prices or statement of net price. Government net prices (discounts already deducted)

7. Quantity discounts. None offered.


9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. Specified on the task order.

10b. Expedited Delivery. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es). 12701 Fair Lakes Circle, Suite 101, Fairfax, VA 22033
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as company address

14. Warranty provision. Not Applicable

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair. Not Applicable

17. Terms and conditions of installation. Not Applicable

18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. Not Applicable

18a. Terms and conditions for any other services. Not Applicable

19. List of service and distribution points. Not Applicable

20. List of participating dealers. Not Applicable

21. Preventive maintenance. Not Applicable

22a. Special attributes such as environmental attributes. FEA has a corporate sustainability policy and has set sustainability goals. We have a Corporate Sustainability Officer that is responsible for the oversight of the policy.

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

23. SAM Unique Entity Identifier: DT1GLKR9W198

24. Notification regarding registration in System for Award Management (SAM). Registered and up to date in SAM.

COMPANY OVERVIEW

Facility Engineering Associates (FEA) specializes in solving problems with existing facilities. We are dedicated to providing outstanding service and value to our clients. FEA’s engineers and facility management consultants are tuned to the driving forces and specific needs of federal, state, and municipal facility managers. Whether your needs are related to Federal Real Property Management, energy audits or executive orders, our experience can help you implement best practices.

We offer diagnostic engineering services in building and property condition assessment, facility management, energy management planning and strategy, training, building commissioning, resource efficiency management, repair, and restoration, building instrumentation and monitoring, and environmental consulting. FEA provides consulting engineering services to a variety of property and facility managers in government agencies and departments to help to maintain facility assets.
CONTRACT GS-21F-0107V

Business Administration Services

SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

Technical and Engineering Services (non–IT)

541690 – Integrated Logistics Support

Services include providing advice and assistance to businesses and other organizations on scientific and technical issues (except environmental).

Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing, integration of the payload for flight Customer Agency, support provided during launch, orbital maneuvering and satellite separation from the spacecraft.

Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures.

NOTE: Services under this NAICS cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

541330ENG – Engineering Services

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services. NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

Facilities Services
541690E - Energy Services

Includes services related to energy management to include renewable energy studies and projects, energy services related training, resource efficiency management (REM) services, water conservation, building commissioning, re-commissioning and retro-commissioning, energy audits, energy consumption metering services, testing and evaluation of networked energy management systems, energy security, LEED, Green Globes, Energy Star, Energy Savings Performance Contracts (ESPC), Power Purchase Agreements, consulting on carbon emissions trading programs, renewable energy credits/certificates, greenhouse gas measurement and management, high performance sustainable buildings and sustainable design principles, resilience of Federal infrastructure and operations, energy services consulting etc.

Facilities Maintenance and Repair

561210FAC – Facilities Maintenance and Management

Includes all services related to the complete operations, maintenance, and repair of federal real property. Real property could include stand-alone facilities and structures such as hospitals and federal buildings to large, multi-facility complexes such as DoD military installations. Services can be ordered individually or in combination. Typical maintenance services include elevator, HVAC, electrical, plumbing, septic, fire alarm/fire suppression, energy management control systems (EMCS), water distribution, septic, telephone, water tanks, renewable energy systems, etc. This SIN can also be used for facilities management solutions such as to fulfill a requirement for adequate staff/personnel to help manage federal facility operations. In addition, this SIN provides a complete array of facilities consulting and facilities assessment services.

Professional Services

611430 Professional and Management Development Training

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers’ training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment’s or agency’s training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency
determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA.

611430ST Security Training

Includes all security training related to law enforcement, security, emergency preparedness and/or first responders. Examples include instructor-led training, web-based training, pre-set courses, training development, consulting services, Continuance of Operations Planning (COOP) services, etc NOTE: Subject to Cooperative Purchasing

Complementary Special Item Numbers (SINs)

ANCILLARY – Ancillary Supplies and Services
Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

ANCRA – Ancillary Repair and Alterations
Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on www.gsa.gov.

OLM – Order Level Materials
OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.
### PRICE LIST

**SIN ANCRA, OLM, ANCILLARY, 541690, 561210FAC, 541690E, 541611, 611430**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Consultant II</td>
<td>$320.00</td>
</tr>
<tr>
<td>Executive Consultant I</td>
<td>$260.00</td>
</tr>
<tr>
<td>Program Manager III</td>
<td>$250.00</td>
</tr>
<tr>
<td>Program Manager II</td>
<td>$235.00</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>$225.00</td>
</tr>
<tr>
<td>Consultant IV</td>
<td>$210.00</td>
</tr>
<tr>
<td>Consultant III</td>
<td>$154.00</td>
</tr>
<tr>
<td>Consultant II</td>
<td>$135.00</td>
</tr>
<tr>
<td>Consultant I</td>
<td>$125.00</td>
</tr>
<tr>
<td>Project Manager IV</td>
<td>$180.00</td>
</tr>
<tr>
<td>Project Manager III</td>
<td>$152.00</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$143.00</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$135.00</td>
</tr>
<tr>
<td>Engineer IV</td>
<td>$170.00</td>
</tr>
<tr>
<td>Engineer III</td>
<td>$134.00</td>
</tr>
<tr>
<td>Engineer II</td>
<td>$131.00</td>
</tr>
<tr>
<td>Engineer I</td>
<td>$112.00</td>
</tr>
<tr>
<td>Technician III**</td>
<td>$130.00</td>
</tr>
<tr>
<td>Technician II**</td>
<td>$105.00</td>
</tr>
<tr>
<td>Technician I**</td>
<td>$87.00</td>
</tr>
<tr>
<td>Statistician II</td>
<td>$200.00</td>
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<tr>
<td>Statistician I</td>
<td>$145.00</td>
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<tr>
<td>Analyst Financial II</td>
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<tr>
<td>Analyst Financial I</td>
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</tr>
<tr>
<td>Analyst Data IV</td>
<td>$155.00</td>
</tr>
<tr>
<td>Analyst Data III</td>
<td>$135.00</td>
</tr>
<tr>
<td>Analyst Data II</td>
<td>$125.00</td>
</tr>
<tr>
<td>Analyst Data I</td>
<td>$100.00</td>
</tr>
<tr>
<td>Clerical**</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### SCLS Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technician I</td>
<td>30083 Engineering Technician II</td>
<td>2005-2103</td>
</tr>
<tr>
<td>Technician II</td>
<td>30083 Engineering Technician III</td>
<td>2005-2103</td>
</tr>
<tr>
<td>Technician III</td>
<td>30083 Engineering Technician IV</td>
<td>2005-2103</td>
</tr>
<tr>
<td>Clerical</td>
<td>01012 Accounting Clerk II</td>
<td>2005-2103</td>
</tr>
<tr>
<td>Clerical</td>
<td>01311 Secretary I</td>
<td>2005-2103</td>
</tr>
</tbody>
</table>

Service Contract Act: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS appliable labor categories. Labor categories and fixed price services marked with a (**) in this price list are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
PRICELIST

SIN 541690E

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE LENGTH</th>
<th>MINIMUM PARTICIPANTS</th>
<th>MAXIMUM PARTICIPANTS</th>
<th>PRICE / PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Facility Management: From Strategy to Implementation</td>
<td>1.5 days</td>
<td>10</td>
<td>50</td>
<td>$492.50</td>
</tr>
<tr>
<td>Sustainability Toolkit for Existing Buildings: The Five Things You Need to Know</td>
<td>1.5 days</td>
<td>10</td>
<td>50</td>
<td>$492.50</td>
</tr>
<tr>
<td>What’s Your Score? Benchmarking Energy Use through ENERGY STAR</td>
<td>$135.00</td>
<td>10</td>
<td>50</td>
<td>$492.50</td>
</tr>
</tbody>
</table>

The above class prices are for a minimum of 10 participants, maximum participants is 50, each student above the minimum number is required to have a student manual, price for the student manual is shown above. Contact maureen.roskoski@feapc.com for detailed course descriptions.

CLASS DESCRIPTIONS:

Organizational Assessment: Participants will receive tools or assessing how well their organizations function. Thorough a series of surveys, interviews and analyses, they will be able to determine customer expectations and satisfaction, analyze labor needs, assess managerial effectiveness and develop performance metrics for the entire organization as well as for its core processes. Specific case applications are available for building and property managers, and a comprehensive survey based on Baldrige quality principles will be provided.

Strategic Planning: Best corporate practices for developing and deploying business strategy. Leaders will learn to distinguish differences among expectations from different customer segments, as well as from non-customer stakeholders. Articulate why you are in business through purpose, mission, vision and values. Define competitive strengths and weaknesses and select strategic objectives. Identify what key success factors will make it possible to achieve objectives. Clarify who will participate and gain commitment from leaders, staff and higher headquarters to strategy. Illustrate how to integrate work processes and measure interim and strategic results. Set up feedback processes to keep strategy aligned with customer, higher headquarters and other stakeholder needs. Special case applications for building and property managers.

Leadership & Management: This course introduces durable principles that leaders and managers apply to achieve organizational results. Principles are not fads or management “flavors of the month.” Instead, they are time-tested truths about building trust and commitment, clarifying purpose and strategy, developing effective leadership and process teams, and measuring and reporting results. Participants will receive a list of best readings on leadership and management and will define their own set of principles on which they base their own roles as leaders.
LABOR CATEGORIES

Executive Consultant II
Responsibilities under contract: Provide high-level strategic advice and consulting on a wide variety of project or program types and complexities.
Position Qualifications: Bachelor’s degree, minimum of 25 years experience, and designation.

Executive Consultant I
Responsibilities under contract: Provide high-level strategic advice and consulting on project or program types within their area of expertise.
Position Qualifications: Bachelor’s degree, minimum of 15 years experience and designation.

Program Manager III
Responsibilities under contract: Provide client interface and overall leadership of a program covering a wide variety of project types and complexities. Works on programs with a high degree of complexity. A program manager could work within a client’s program or manage a series of projects for a client. May be responsible for quality assurance and overall review of deliverables. May ensure that projects under the program are delivered on time, within scope and within budget. May be responsible to review projects across program for consistency with program objectives. May assist with or advise on development of new programs within a client’s organization.
Position Qualifications: Bachelor’s degree, minimum of 15 years experience.

Program Manager II
Responsibilities under contract: Provide client interface and overall leadership of a program covering a wide variety of project types and complexities. Works on programs with a high degree of complexity. A program manager could work within a client’s program or manage a series of projects for a client. May be responsible for quality assurance and overall review of deliverables. May ensure that projects under the program are delivered on time, within scope and within budget. May be responsible to review projects across program for consistency with program objectives. May assist with or advise on development of new programs within a client’s organization.
Position Qualifications: Bachelor’s degree, minimum of 10 years experience.

Program Manager I
Responsibilities under contract: Provide client interface and overall leadership of a program. A program manager could work within a client’s program or manage a series of projects for a client. May be responsible for quality assurance and overall review of deliverables. May ensure that projects under the program are delivered on time, within scope and within budget.
Position Qualifications: Bachelor’s degree, minimum of 5 years experience.

Consultant IV
Responsibilities under contract: Provide senior-level support for tasks and development of deliverables as associated with the project. Responsible for quality assurance and deliverable review to ensure they meet project scope and client expectations. May interface with client.
Position Qualifications: Bachelor’s degree, minimum of 8 years experience, and designation.

Consultant III
Responsibilities under contract: Provide senior level support and overall leadership for project tasks and development of project deliverables. Ensure deliverables meet project scope and client expectations. May interface with client, develop scope of work, and oversee execution of scope of work.
Position Qualifications: Bachelor’s degree, minimum of 4 years experience.

Consultant II
Responsibilities under contract: Execution of project tasks for a wide variety of projects under the direction of senior- or mid-level staff. Perform document review, interviews, field work, assessments, and other tasks as needed for the project. May interface with client and assist in preparation of deliverables.
Position Qualifications: Bachelor’s degree, minimum of 2 years experience.

Consultant I
Responsibilities under contract: Execution of project tasks under the direction and supervision of senior- or mid-level staff. Perform document review, interviews, field work, assessments, and other tasks as needed for the project. May also assist in preparation of deliverables.
Position Qualifications: Bachelor’s degree, minimum of 0 years experience.

Project Manager IV
Responsibilities under contract: Provide project leadership, project management and guidance to project team on a wide variety of project types with a moderate to high degree of complexity. Project management activities include direction to team, assigning staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables.
Position Qualifications: Bachelor’s degree, minimum of 10 years experience, and designation.

Project Manager III
Responsibilities under contract: Provide senior level support, guidance to project team, and development of deliverables. May interface with client, assist in development of scope of work, and assist in execution of work. Perform tasks associated with the project as assigned.
Position Qualifications: Bachelor’s degree and minimum of 7 years experience.

Project Manager II
Responsibilities under contract: Provide daily direction to team. Responsible for ensuring scope of work is followed, assigning appropriate staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables. Responsible for quality, timeliness, and budget of project assigned under specific task order.
Position Qualification: Bachelor’s degree, minimum of 5 years experience.

Project Manager I
Responsibilities under contract: Provide project management on basic projects under the direction and supervision of senior- or mid-level staff. Project management activities include direction to team, assigning staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables.
Position Qualifications: Bachelor’s degree, minimum of 2 years experience.

Engineer IV
Responsibilities under contract: Provide senior-level support for tasks and development of deliverables associated with engineering projects. Responsible for ensuring deliverables meet project scope and client expectations. May interface with client and seal documents.
Position Qualifications: Bachelor’s degree, minimum of 8 years experience.

Engineer III
Responsibilities under contract: Provide senior level support and development of deliverables. May interface with client, assist in development of scope of work, and assist in execution of work. Perform tasks associated with the project as assigned.
Position Qualification: Bachelor’s degree, minimum of 4 years experience.

Engineer II
Responsibilities under contract: Execution of project scope tasks under the supervision of senior level staff. Perform data collection, surveys, lead in assessment of organizational structures and activities, evaluations, and assessments, and other tasks as needed for the project. May also assist in preparation of deliverables.
Position Qualification: Bachelor’s degree, minimum of 2 years experience.
Engineer I
*Responsibilities under contract:* Execution of scope tasks under the supervision of senior level staff. Perform data collection, perform surveys, participate in assessment of organizational structures and activities, and other tasks as needed for the project. May also assist in preparation of deliverables.
*Position Qualification:* Bachelor’s degree, 0 years experience.

Technician III
*Responsibilities under contract:* Perform field work, data collection, and other tasks as needed for the project.
Performs work independently. May also assist in preparation of deliverables.
*Position Qualifications:* Minimum of 10 years experience.

Technician II
*Responsibilities under contract:* Perform field work, data collection, and other tasks as needed for the project.
Performs recurring work independently and adapts standard procedures or equipment in the field, as needed. May also assist in preparation of deliverables.
*Position Qualifications:* Minimum of 6 years experience.

Technician I
*Responsibilities under contract:* Perform data collection and documentation of facility management organizational functions and other tasks as needed for the project. May also assist in preparation of deliverables.
*Position Qualification:* Minimum of 0 years experience.

Statistician II
*Responsibilities under contract:* Create predictive statistical models using analyzed data. Works within relational databases, various database languages, and generates statistical models and reports. Responsible for quality assurance of data models.
*Position Qualifications:* Bachelor’s degree, minimum of 6 years experience.

Statistician I
*Responsibilities under contract:* Analyze data to create predictive statistical models. Works within relational databases, various database languages, and generates statistical models and reports.
*Position Qualifications:* Bachelor’s degree, minimum of 3 years experience.

Analyst Financial II
*Responsibilities under contract:* Analyze financial data related to project with direction from project manager. Integrates financial concepts such as cost benefit analyses, time value of money, and corporate financial modeling to explain opportunity cost of decisions. Works extensively with productivity software and programming languages to develop financial models, reporting, and presentations.
*Position Qualifications:* Bachelor’s degree, minimum of 6 years experience.

Analyst Financial I
*Responsibilities under contract:* Analyze financial data related to project under direction of senior or mid-level staff. Works extensively in spreadsheet and presentation software to develop deliverables related to financial models.
*Position Qualifications:* Bachelor’s degree, minimum of 3 years experience.

Analyst Data IV
*Responsibilities under contract:* Analyze data to model, predict, and forecast data trends on complex issues. Works with relational databases and translating client data from various source formats. Maintains an understanding of query language and the various technologies to normalize databases for optimal reporting results.
*Position Qualifications:* Bachelor’s degree, minimum of 10 years experience.
Analyst Data III
*Responsibilities under contract:* Analyze data to model, predict, and forecast data trends on moderately complex issues. Works with spreadsheet software or relational databases to analyze and translate client data from various source formats. Develops graphs, charts, and other data visualization and presentation.
*Position Qualifications:* Bachelor’s degree, minimum of 6 years experience.

Analyst Data II
*Responsibilities under contract:* Execution of data related project tasks for a wide variety of projects under the direction of senior- or mid-level staff. Works with spreadsheet software or relational databases to analyze and translate client data from various source formats. Develops graphs, charts, and other data visualization and presentation.
*Position Qualifications:* Bachelor’s degree, minimum of 3 years experience.

Analyst Data I
*Responsibilities under contract:* Execution of data related project tasks for basic projects under the direction of senior- or mid-level staff. Works with spreadsheet software or relational databases to organize data and may provide graphic design support for project, including development of deliverables, organizational charts, training materials, and other visual aids.
*Position Qualifications:* Bachelor’s degree, minimum of 0 years experience.

Clerical
*Responsibilities under contract:* Provide administrative support, including word processing, assembling of deliverables, document reproduction, mailing, filing, invoicing, and other support services.
*Position Qualification:* Minimum of 0 years experience.